

SECRET

MIS:1

SPEED LETTER		REPLY REQUESTED		DATE 14 October 1970
		<input type="checkbox"/> YES	<input type="checkbox"/> NO	LETTER NO.
25X TO : <input type="text"/>		FROM: Chief, PPBS/NPIC		
ATTN: <input type="text"/>				
SUBJECT: Elimination of TSG, SS, PPBS, and O/DIR From MIS				
<p>1. I have a number of concerns about your proposed recommendation to eliminate TSG, SS, PPBS, and O/DIR from reporting time into the MIS. I do, however, recognize the logic which would lead to such a recommendation, since we had considered about the same course of action several months ago, as I am sure you learned in your discussions with Lee and Frank. The reasons which caused me to decide against the proposal at that time are, in my opinion, still valid.</p> <p>2. As a generalization, I would suggest that we not again attempt to correct the faults of the MIS in a piecemeal fashion. Obviously, this has caused difficulties with the MIS in the past and has resulted in a patch-quilt sort of system which, unfortunately, has disenchanted both those who must input into the system and potential users of the system. In addition, I have reservations at this point in time in recommending that components be eliminated from the MIS when, in fact, certain of them now rely on MIS data and could, I believe, make even greater use of it.</p>				
REPLY			SIGNATURE	
			DATE	
<p>3. In eliminating components from the MIS, we should look to the information loss to be incurred -- both the loss based upon current usage of the system and the potential loss based upon a judgment as to how the system should be used -- versus the cost of data input and manipulation. In spite of the rather severe complaints sometimes heard attendant to MIS data input, the task of filling out time sheets, usually accomplished by component secretaries, is not great; therefore, there are no significant gains or savings to be achieved at this time by deleting certain components from the system (other than perhaps in the keypunch area). Also, data manipulation costs, particularly MIS update cycle time, will not be greatly affected by eliminating those components suggested. Gains to be made in the area of cycle time and other costs can be achieved through correct data input, deletion of unused reports, and routine purging of the file to bring it within manageable size. At this point in time then, it might be more beneficial if effort were directed toward potential uses of the MIS by those components you are now considering dropping from the system. For example, perhaps it would be more worthwhile to consider how information such as annual and sick leave taken, overtime worked, training undertaken during a given period, special projects and activities worked upon, routine work accomplished, etc., could be put to good use not only by the components suggested for deletion from the system but by all the components in the building.</p>				
			SIGNATURE	

RETURN TO ORIGINATOR

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GROUP 1

Excluded from automatic downgrading and declassification


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4. In conclusion then, I would urge you not to recommend such an action at this time, but rather to hold this proposal for consideration in the context of your complete assessment of, and proposed action on, the total system.

25X


Chief, Planning, Programming & Budgeting Staff
NPIC

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